

DEFENCE FORCES

TERMS & CONDITIONS AND GENERAL INFORMATION REGARDING APPRENTICE AIRCRAFT TECHNICIAN APPOINTMENTS IN THE AIR CORPS: 2022

This document is divided into two parts: **Part 1** details the governing conditions and the qualifications required for the offer of a place as an Air Corps Apprentice Aircraft Technician in the Air Corps. **Part 2** contains general information on the training programme, as well as a general guide to the terms and conditions of service in the Permanent Defence Force.

IMPORTANT

A person applying to join the Air Corps as an Apprentice Aircraft Technician, should read these terms and conditions carefully prior to completing the application form. An application form should only be submitted if the applicant is satisfied that they fulfil all of the terms and conditions detailed.

Exceptions to the conditions governing the competition cannot be made in individual circumstances. Males and females may apply on an equal basis.

PART 1

CONDITIONS GOVERNING THE OFFER OF A PLACE TO BECOME AN AIR CORPS APPRENTICE AIRCRAFT TECHNICIAN IN THE AIR CORPS

1. GENERAL QUALIFICATIONS

To qualify, a candidate shall at the time of application be:

- (i) a citizen of the State, or
 - be any other person who has a lawful entitlement to reside and work within the State for the period of time that is required for the purpose of any such appointment and
- (ii) be of good character and satisfy any security clearance required and
- (iii) meet the required minimum standards of medical and physical fitness.

2. AGE REQUIREMENT

Candidates must be 18 years of age or above and under 23 years of age on 1 September 2022.

Please note that the upper age limit may be the subject of review in advance of future Competitions.

3. MINIMUM EDUCATIONAL QUALIFICATIONS

Candidates must have attained the required minimum educational qualifications at the time of entry into the Air Corps.

On enlistment, a candidate must have obtained specific minimum grades in the Leaving Certificate/National Equivalent. The standard minimum entry requirements are “passes” in five subjects, at ordinary level, including Mathematics, English or Irish or National Equivalent qualification and one of the following subjects: Physics, Chemistry, Engineering, Construction Studies or other STEM subject (scientific, technical, engineering, mathematical). Foundation Level and Leaving Cert Applied subjects are not reckonable.

Please note that the specific minimum grades in the Leaving Certificate/National Equivalent may be the subject of review in advance of future competitions.

All Air Corps Apprentice Technicians will sit the European Aviation Safety Agency (EASA) Part 66 Aircraft Maintenance Licence Modules to obtain theoretical knowledge for EASA B1.1

(Fixed Wing - Gas Turbine Engine) or B1.3 (Rotary Wing - Gas Turbine Engine) or B2 (Avionics) license requirements. The Air Corps Technical Training School is licenced by the Irish Aviation Authority as an EASA Part 147 School. Apprentices with the EASA qualification (EASA Part 66 Aircraft Maintenance Licence in either Category B1 or B2) may be eligible to enter year 3 of the BEngTech in Military Aviation Technology (Level 7) DT011, which is the civil programme offered by the accrediting Academic Institute –Technological University Dublin.

4. MEDICAL AND PHYSICAL STANDARDS

Candidates must be in good mental and bodily health and free from any physical defect, abnormality, physiological condition or history of serious illness likely to interfere with the efficient performance of his/her Military duties.

a. Height:

The minimum height requirement is 157.48 cm. Physical standards and weight must be in keeping with height and age.

b. Vision:

Vision must be not less than 6/36 in each eye, corrected to not less than 6/6 in one eye and 6/9 in the other. Normal night and colour vision are required. Both eyes must be free from disfiguring or incapacitating abnormality and free from acute or chronic disease. There must be no evidence of squint or latent squint. The eligibility, or not, of applicants who have had previous incisional or laser treatment to correct visual acuity will be determined at the Medical Examination. *Please see Annex B for further information.*

c. Dental:

Candidates must be free from any serious periodontal disease and possess teeth to a specific standard, which is not less than the equivalent of eleven over eleven natural teeth functionally opposed. In certain circumstances, artificial teeth may be acceptable.

d. Hearing:

A good standard of unaided hearing is essential. Candidates will be required to undergo audiotometric examination at which:

(1) The sum of the hearing threshold at 1,2,3, 4 and 6 kHz should not exceed the age and gender related warning levels contained in the "Guidelines on Hearing Checks and Audiometry Regulations 2007", issued by the Health and Safety Authority.

(2) Candidates must be able to hear all measured pure tones up to and including 8 kHz at 20dB in each ear. Candidates must also be free from acute or chronic ear disorders.

Candidates are advised to avoid all sources of loud noise and music for a period of 48 hours prior to this examination as exposure to such noise may adversely affect the results of the examination.

5. APPLICATION FORM

Candidates must apply online to www.military.ie

Applications for an Air Corps Apprentice Aircraft Technician must be made on the official electronic application form available at www.military.ie. Candidates wishing to undertake the assessment process through Irish must highlight this request in their on-line application.

All correspondence with candidates will be done by email for the duration of the competition. Candidates should ensure the email address given is accurate and correct.

Each application is acknowledged automatically within 24 hours. If an acknowledgement is not received within 48 hours of applying, candidates should immediately contact the Defence Forces Recruitment Section at: 045 492553/492555 or at recruitment@defenceforces.ie

Likewise, if an applicant's email address should change, the onus is on the applicant to make contact with the Defence Forces Recruitment Section immediately advising them of the change of email address.

Candidates who are required to attend for psychometric testing as outlined under Selection Procedure below must bring valid identification, Passport/National ID card or Driving Licence as proof of identity. Candidates who are called to attend for Interview will be required to bring their long form Birth Certificate.

APPLICANTS CHECKLIST:

Before submitting an application for an Air Corps Apprentice Aircraft Technician and placement on the training programme, applicants should ensure that they satisfy the eligibility criteria and have read and accept the governing conditions of this Competition.

6. SELECTION PROCEDURE

Candidates, if selected, will be required to attend for the various stages of the selection procedure on the dates and times as notified by email. Candidates who fail to attend for any stage of the selection procedure will be disqualified from participation in any further stages of that competition.

Stage 1 – Online Psychometric Testing

- a. Stage 1 of the selection procedure involves tests that measure a range of skills and qualities that are necessary in the job. These tests provide a consistent and suitable way of screening candidates at the initial stage of the selection campaign. These tests are designed to identify the most suitable people to go forward to the next stage of the competition. The tests have been designed so that they are fair to all applicants and are objectively scored. Candidates will be required to complete an unsupervised psychometric test online.
- b. Candidates will be supplied with psychometric test familiarisation material in order to introduce them to the format of the tests.
- c. Candidates will be required to complete the unsupervised online psychometric test within the timeframe specified by the Defence Forces.
- d. Candidates should pay particular attention to ensuring that the contact details specified on their application are correct.
- e. Candidates who have attained the requisite score in the unsupervised online psychometric test, at Stage 1 will be required to attend for a subsequent supervised online psychometric test at Stage 2.

Note: If a candidate fails to meet the minimum standard at Stage 1, they will not be permitted to proceed to the next stage of the competition

Stage 2 – Physical Fitness and Suitability Assessments

- a. Air Corps candidates who have attained the requisite score at Stage 1 of the competition, will be required to attend for Physical Fitness Testing and Aviation Assessments as part of the Competition.

Physical Fitness Test: All eligible candidates (to include serving members of the Permanent Defence Force) will initially be called to undergo a Physical Fitness assessment, which is designed to test their potential to endure the rigorous of military training (see Annex C).

The Suitability Assessment will consist of the following:

Supervised Psychometric Tests: Candidates will be required to undergo supervised Psychometric Tests. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test at Stage 1, they may be excluded from subsequent stages of the selection process.

Psychomotor and Cognitive Testing: Candidates will be required to complete both psychomotor and cognitive testing.

Note: If a candidate fails to meet the minimum standard of any part of the Physical Fitness Test, or the Suitability Assessments they will not be permitted to proceed to the next stage of the competition.

Stage 3 – The Interview

- a. Successful candidates will be invited to attend a competency based interview where they will be required to demonstrate competency in a selection of the following areas:
 - Teamwork
 - Ability to Work Under Pressure
 - Technical Aptitude.
 - Military Career Orientation.
 - Personal Motivation
- b. In the competency based interview, candidates will be asked to give examples from their own experiences of life, school, university hobbies, work, pastimes, etc., to demonstrate evidence in several of the above areas. Candidates who fail any of the competencies at Final Interview will be deemed unsuccessful in the competition.
- c. Interview locations include Casement Aerodrome, Air Corps HQ, Baldonnel, Dublin 22 and various other Military Posts.
- d. Members of the Permanent Defence Force who apply for this Competition and who meet all the eligibility criteria will be afforded the opportunity to compete in the Selection Process.
- e. Candidates may bring to their interview, original drawings, photographs, or other original documentation relating to examinations or other projects which they have completed and are relevant to their application.
- f. Candidates who are successful at the interview stage will be required to undergo a detailed medical examination, including audiometric test. The medical examination will include the provision of urine and blood samples. As part of the medical examination a candidate will also be required to give full and accurate information on his/her family medical history as requested by the examining Doctor. This detailed medical examination is part of the selection process and does not imply that a candidate has qualified for a place on the programme.

7. EXPENSES

A Candidate, other than a member of the Defence Forces, is liable for all expenses incurred in connection with his/her attendance for interview, assessments, medical examinations or on first reporting for enlistment.

8. EMPLOYEE VETTING BY AN GARDA SÍOCHÁNA

Candidates who are invited to attend before an Interview Board will be required to complete and sign a Garda Vetting Application Form. This will, pursuant to the Data Protection Act, 2018, authorise An Garda Síochána to furnish to the Military Authorities, a statement that there are no convictions recorded against the candidate, or if applicable, a statement of convictions.

9. OFFER OF PLACEMENT

Following interview, medical and physical examinations and security clearance being obtained, successful candidates high enough on the order of merit will be offered a placement in the Bachelor of Engineering Technology in Military Aviation Technology programme, by the Minister for Defence, whose decision is final. The enlistment of successful candidates to the rank of Apprentice will be subject to the following:

- a. The candidate passing a pre-enlistment medical examination on reporting for enlistment. This examination is in addition to the detailed medical examination at Paragraph 4 above.
- b. A candidate who is offered a placement must report for enlistment at the required time and place. Failure to report for duty will result in the offer of a place to become an Air Corps Apprentice Aircraft Technician in the Air Corps being forfeited.

10. CONDITIONS OF ENLISTMENT

- a. Successful candidates will be required to enlist for service in the Air Corps for a total period of twelve years (comprising nine years in the Permanent Defence Force and three years in the Reserve Defence Force) should they fulfil such criteria as may be laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category.
- b. Successful candidates appointed from this competition, who are already serving in the Permanent Defence Force, will be discharged and immediately re-enlisted in the rank of Apprentice.

- c. Candidates may then be re-engaged for such a period as will make up a continuous period of 21 years of service should they fulfil such criteria as laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category.
- d. A currently serving member who enlisted in the Permanent Defence Force on or after 1 Jan 1994 may, subject to Defence Force Regulations and to meeting certain criteria and conditions, be permitted to continue in service up to the age of 50 years to the rank of Sergeant and to the age of 56 years in all higher enlisted ranks.
- e. Successful candidates will be registered with and have their training accredited by the Technological University Dublin.
- f. An apprenticeship will be withdrawn from an apprentice if:
 - he/she fails to show satisfactory progress at any time during the course of training, or fails to pass the examinations required to progress on the course, or fails to develop the qualities requisite for the satisfactory completion of the course, or if their conduct or service is unsatisfactory; or
 - As a result of examination by a Medical Board, where, at any time, he/she is found to be in a medical category lower than that prescribed; or
 - At his/her own written request.

An apprentice from whom an apprenticeship has been withdrawn (except as a result of the results of a Medical Board examination as outlined above), will be permitted to seek discharge by purchase from the Defence Forces, or, subject to the recommendation of their Commanding Officer, will be permitted to remain in the Defence Forces as a line soldier. An apprentice who is permitted to remain in the Defence Forces as a line soldier, and who has previous service in the Defence Forces, will be bound by the terms of their new enlistment.

- g. A candidate leaving the Permanent Defence Force voluntarily following their date of attestation, will be required to pay such cost for discharge as is specified in Defence Force Regulations A10.
- h. On successful completion of training, Apprentices will normally be posted to aircraft maintenance duties in the Air Corps.
- i. Personnel of the Permanent Defence Force may at any time be required to serve outside the State.
- j. Successful candidates will be required to undertake compulsory random drug testing throughout their career in the Defence Forces in accordance with Defence Force Regulation A7.

PART 2

GUIDE TO THE AIR CORPS APPRENTICE AIRCRAFT MAINTENANCE TRAINING PROGRAMME 2022

1. THE AIR CORPS

The Air Corps currently operates twenty six aircraft in multi-role national aviation tasks. The types of aircraft include Learjet 45, CASA CN235 maritime patrol aircraft, Pilatus PC-9M and PC-12. The Air Corps also operates Eurocopter EC135 and Leonardo AW139 helicopters.

The primary role of the Air Corps is to provide support to the Army, Naval Service and An Garda Síochána in countering threats to State security on land, sea and air. In addition, the day to day peace time role of the Air Corps includes activities such as Maritime Surveillance, Fishery Protection, Garda Air Support Unit, Ministerial Air Transport, Emergency Aeromedical Service and Air Ambulance

The Air Corps trains its own Military Pilot Officers, Military Aircraft Technicians, Military Air Traffic Controllers, Air Photographers and General Service personnel. Air Corps personnel may serve overseas as mandated by Government.

2. THE AIR CORPS APPRENTICE AIRCRAFT TECHNICIAN PROGRAMME

The purpose of the Air Corps Apprentice Aircraft Technician programme is to provide military aircraft technicians for the Air Corps. The programme offers successful candidates the opportunity of becoming an efficient and disciplined member of the Air Corps as well as the opportunity to pursue the career for which s/he is selected.

The system of training is of the highest standard, which should ensure the attainment of the highest qualifications. The training programme in the Air Corps Technical Training School has been developed to provide *ab initio* technical training. The programme offers successful candidates the opportunity of becoming an efficient and disciplined member of the Air Corps.

The programme is aimed at meeting the current and future employment needs of the Air Corps by providing graduates with a Level 7 Degree. The programme offers an interdisciplinary approach in which the students obtain a mix of technological and operational skills specifically related to Irish Military aviation requirements.

The programme will be delivered in the Technical Training School of the Air Corps College or in any other place as designated by the General Officer Commanding the Air Corps.

The programme complies with the Technological University Dublin Education Awards under the National Framework of Qualifications. Graduates of this programme will be eligible for the following award – Bachelor of Engineering Technology in Military Aviation Technology (B.Eng. Tech.) on completion of the requisite modules. All Air Corps Apprentice Aircraft

Technicians will sit the European Aviation Safety Agency (EASA) Part 66 modules to obtain theoretical knowledge for EASA B1.1 (Fixed Wing Turbine) or B1.3 (Rotary Wing Turbine), or B2 (Avionics) licence requirements. The EASA qualification of aircraft mechanic is internationally recognised insofar as aircraft maintenance licensing is concerned.

3. PARTICULARS OF TRAINING

The programme has seven phases and is covered in a four year period. A trainee must achieve the required standard in each module i.e.

Phase	Type of Training
1	Military
2	Off the Job - Theoretical Modules 1 Mathematics 2 Physics 3 Electrical Fundamentals 6 Materials and Hardware 7 Maintenance Practices
3	On the Job – Practical
4	Off the Job - Theoretical Modules 4 Electronic Fundamentals 5 Digital Techniques 8 Basic Aerodynamics 9 Human Factors 10 Air Legislation 14 propulsion 15 Gas Turbine Engines 17 Propellers
5	On the Job – Practical
6	Off the Job - Theoretical Modules 11 Turbine Aeroplane Aerodynamics 12 Helicopter Aerodynamics 13 Aircraft Aerodynamics
7	On the Job – Practical

On the successful completion of the Air Corp Apprentice Aircraft Technician programme, the newly qualified Aircraft Technician will become an integral part of the Air Corps maintenance team providing maintenance backup to the Air Corps Aircraft Fleet. Aircraft Technicians are normally based with an Air Corps unit within the State as well as being liable for duties overseas with the Permanent Defence Force.

4. MILITARY TRAINING

The Military syllabus is designed to develop the character, morale and discipline of the Apprentice and to instill into him/her a keenness for soldiering. This is achieved through interaction between various military skills and disciplines and the military way of life.

The syllabus includes rifle marksmanship, junior leadership, map reading, tactical training, foot drill and other basic military skills. Much attention is also given to the physical development of the Apprentice, through both physical and adventure training.

A candidate, on entering the Permanent Defence Force, will undergo at least twenty nine (29) weeks of military training prior to the commencement of his/her Apprentice Aircraft Technician programme. All training is organised and conducted in a strict, uniform and disciplined manner.

5. PHYSICAL TRAINING

All Apprentices are encouraged to participate in sport. The principal team sports in the Defence Forces are rugby, hurling, Gaelic football, soccer, volleyball and basketball. Athletics, orienteering, and various other sports and recreation may also be pursued.

6. TECHNICAL TRAINING

Fully qualified lecturers provide technical training. In addition, Aircraft Technicians, at any time, upon completion of the Air Corps Apprentice Aircraft Technician Programme, may be assigned to further technical training courses in military or civilian establishments in Ireland or abroad. Provisions of Defence Forces Regulations on Military Education and Training will apply.

Note: The General Officer Commanding (GOC), Air Corps reserves the right to detail those at the rank of Apprentice for such duties, which may arise from time to time, subject to service exigencies and requirements.

7. PERIOD OF AIR CORPS APPRENTICE AIRCRAFT TECHNICIAN PROGRAMME

The period of training is approximately four years. This period of service is regarded as a probationary period. If an Apprentice is reported by his/her Commanding Officer as being unlikely to become efficient or as being otherwise unsatisfactory or fails to complete the training programme successfully, s/he may be discharged from the Permanent Defence Force.

8. PAY, ALLOWANCES and PRSI

Enlisted personnel pay PRSI contributions under Class H, which insures them for the range of benefits under the Social Insurance code, including the State Pension (Contributory).

The following are the current weekly pay rates for an Air Corps Apprentice Aircraft Technician:

Non-Commissioned Personnel: Personal Pension Contribution (PPC) rates when recruited on or after 1 January 2013				
Air Corps Apprentice Aircraft Technician	Point	Rate of Pay w.e.f 1 February 2022	Military Service Allowance (MSA)	Total
On enlistment	1	€317.23	€0.00	€317.23
After 1 years service	2	€375.57	€0.00	€375.57
After 2 years service	3	€488.42	€0.00	€488.42
After 3 years service	4	€568.19	€0.00	€568.19
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*Private/Airman, 3 Star, 1st Class				
1 st year of service	1	€524.03	€53.83	€577.86
2 nd year of service	2	€524.03	€53.83	€577.86
3 rd year of service	3	€524.03	€53.83	€577.86
4 th year of service	4	€549.52	€142.86	€692.38
5 th year of service	5	€573.00	€142.86	€715.86
6 th year of service	6	€592.37	€142.86	€735.23
7 th year of service	7	€607.21	€142.86	€750.07
8 th year of service	8	€615.89	€142.86	€758.75
9 th year of service	9	€653.51	€142.86	€796.37
10 th year of service	10	€653.51	€142.86	€796.37
11 th year of service	11	€653.51	€142.86	€796.37
12 th year of service	12	€653.51	€142.86	€796.37

*On successful completion of the Air Corps Apprentice Aircraft Technician programme and Military training, the Apprentice Aircraft Technician will move onto the Private/Airman 3 Star pay scale. As the 4th point of the Apprentice pay scale is higher than the first 4 points of the Private/Airman 3 Star scale an Air Corps Apprentice Aircraft Technician will move across to the relevant point on the Private/Airman 3 Star scale and 'mark time' until they reach the 5th point of the new scale.

Note:

Candidates should note that different pay and conditions may apply if, immediately prior to enlistment, the appointee is a serving member of the Permanent Defence Force.

Enlisted personnel taking up an appointment as an Air Corps Apprentice Aircraft Technician, will be placed on the 1st point of the Apprentice Aircraft Technician pay- scale. Where the 1st point of the scale is lower than the current value of the soldier pay plus any continuous allowances the Apprentice Aircraft Technician will be placed on an off-point rate. This off-point rate will continue to be paid until incremental progression allows for convergence with the established pay scale rates.

MILITARY SERVICE ALLOWANCE (MSA):

Military Service Allowance is not payable to Apprentice Aircraft Technician's. Eligibility for the payment of Military Service Allowance is on successful completion of the Air Corps Apprentice Aircraft Technician programme and will commence upon promotion to the rank of 3 Star Private/Airman in accordance with Defence Force Regulation A10.

Note:

It should be noted that the rate of remuneration and the payment of the allowance outlined above, are subject to review and adjustment on an on-going basis in accordance with changes applicable across the Public Service generally as per Government policy.

All details of pay and allowances are available on the Defence Forces website at www.military.ie

Method of Payment

Currently an Air Corps Apprentice Aircraft Technician is paid on a weekly basis by means of electronic funds transfer to a designated financial institution.

9. OCCUPATIONAL PENSION ARRANGEMENTS

Members of the Permanent Defence Force (PDF) may qualify for occupational pension and retirement lump sum (collectively called superannuation benefits) subject to meeting certain terms and conditions. A person's date of first joining the PDF and whether they have any previous Public Service employment will generally decide their specific occupational pension terms. Successful candidates appointed from this competition will be required to pay appropriate employee pension contributions from weekly pay, as well as the 'additional superannuation contribution' (ASC). In general, anyone joining pensionable public service employment on or after 1 January 2013 is a member of the Single Public Service Pension Scheme.

Further details are set out in Annex A

10. TERMS OF APPOINTMENT

Candidates should note that all Permanent Defence Force personnel may be engaged in any appointment within the Permanent Defence Force. While Air Corps Apprentice Aircraft Technicians are trained to take up technical appointments, it cannot be guaranteed that qualified personnel will be assigned to such technical appointments within establishments.

Technicians are eligible for promotion through the Non-commissioned and Commissioned ranks. Promotion is subject to personnel undergoing such courses as may be laid down from time to time, and meeting the prescribed criteria for higher rank.

11. CLOTHING

Items of Uniform are provided to successful candidates.

It should be noted that the current provisions regarding the issue of a uniform may be subject to change in accordance with Government policy.

12. LEAVE AND HOLIDAYS

Subject to the exigencies of the service, annual leave not exceeding twenty eight days may be granted in any one leave year.

It should be noted that this annual leave provision is currently calculated on a 7 day basis. This is currently being reviewed as part of a wider review and standardisation of the number of days of annual leave and holidays in the Public Service generally and in that regard may be subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service as per Government policy

13. SICK LEAVE

Sick Leave may be granted in accordance with the provisions of Defence Force Regulation A.12 (Medical Treatment) and Defence Forces Regulation S.3 (Pay and Allowances).

It should be noted that the sick leave provision is currently being reviewed as part of a wider review and standardisation of sick leave in the Public Service generally and in that regard may be subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service as per Government policy.

14. HEALTH AND WELFARE

Medical attendance, hospital and dental treatment are provided free subject to the limitations as required by law.

15. COURSES

In order to ensure that a candidate will be competent to carry out the duties of higher rank to which they may be promoted, personnel will be required to undergo such courses as may be laid down from time to time. Such courses undertaken will be subject to the provisions of Defence Forces Regulations on Military Education and Training.

NOTE

THE ACCEPTANCE BY THE CHIEF OF STAFF, DEFENCE FORCES, OF AN APPLICATION FORM FROM A PERSON DESIRING TO BE A CANDIDATE FOR ENLISTMENT SHOULD NOT BE REGARDED AS AN ADMISSION BY THE CHIEF OF STAFF THAT SUCH A PERSON SATISFIES ALL OR ANY OF THESE CONDITIONS OR THAT S/HE IS NOT DISQUALIFIED BY LAW FROM ENLISTMENT.

EVERYTHING CONTAINED IN THESE CONDITIONS, NOTES AND ANNEXES IS SUBJECT TO THE OVER-RIDING AUTHORITY OF THE GOVERNING STATUTES, REGULATIONS AND SCHEMES, INCLUDING THE DEFENCE ACT, 1954 (AS AMENDED AND EXTENDED) AND STATUTORY PROVISIONS MADE, OR TO BE MADE, THEREUNDER, AND ANY OTHER RELEVANT PROVISIONS, AGREEMENTS, LEGISLATION, PUBLIC SERVICE POLICY, CIRCULARS AND/OR INSTRUMENTS AND ANY ERRORS WHICH MAY APPEAR HEREIN ARE SUBJECT TO CORRECTION AT ANY TIME.

IN ADDITION, ALL TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT ARE SUBJECT TO CHANGE UNDER THE DEFENCE FORCES CONCILIATION AND ARBITRATION SCHEME FOR MEMBERS OF THE PERMANENT DEFENCE FORCE AND PUBLIC SERVICE AGREEMENTS AS MAY BE CONCLUDED FROM TIME TO TIME.

APPOINTMENTS ARE OPEN TO MALES AND FEMALES ON AN EQUAL BASIS.

CANVASSING WILL DISQUALIFY

Candidates, when completing their application form, will be required to confirm that they have not:

- knowingly or recklessly provided false information
- canvassed any person with or without inducements
- personated a candidate at any stage of the process
- interfered with or compromised the process in any way.

These conditions apply to the 2022 competition only and are due for review in advance of any future competition.

1. **RETIREMENT BENEFITS**

Introduction

In general, anyone joining pensionable public service employment on or after 1 January 2013 is a member of the Single Public Service Pension Scheme. This Scheme applies to all military personnel who join the Permanent Defence Force (PDF) from 1 January 2013 onwards as first-time new entrants to the Public Service. The Single Scheme also applies if you are a former pensionable public servant who re-joins the Public Service in a pensionable position on or after 1 January 2013, with a break of more than 26 weeks between public service employments.

Single Scheme – summary of main elements for PDF members

- It is a *defined benefit* scheme based on *Career-Average Earnings*.
- Retirement benefits – pension and lump sum – are primarily based on % of *pensionable earnings* throughout your public service career as a Single Scheme member.
- PDF members pay a 7.5% employee contribution from salary towards their Single Scheme benefits, as well as an *Additional Superannuation Contribution* (ASC) – see **Note 1 and 3**.
- Each year, you build up money amounts on a *fast accrual* basis towards your Single Scheme retirement benefits. The total of these amounts at retirement, with some adjustments for increases in inflation, determines what your retirement benefits will be.
- Single Scheme retirement benefits are payable immediately on retirement from the PDF only if you serve to the *minimum pension age* of 50, and have the *vesting period of 2 years*¹.

¹ The *vesting period* for the Single Scheme is 2 years, the minimum length of time you must pay employee contributions into the scheme before becoming eligible for retirement benefits. The vesting period for personnel who joined the PDF between 1 April 2004 and 31 December 2012 is also 2 years

- If you finish employment with the PDF before age 50 and have completed the vesting period, payment of your retirement benefits is normally *deferred* to the State Pension age².
- Retirement pension (but not lump sum) is *integrated* with the Social Insurance system – see paragraph (a) below.
- There is no cap on the length of time over which members can build pension benefits under the Single Scheme.
- Transferring retirement benefits to Single Scheme from other employments:
 - The option for a member of the Single Scheme to transfer-in benefits from private sector pension schemes is generally available, subject to certain terms and conditions.
 - If, before joining the Single Scheme, you hold deferred retirement benefits from previous employments under a ‘pre-2013’ Public Service pension scheme, you cannot transfer those benefits to the Single Scheme. Those benefits remain to be administered under your earlier pre-2013 pension scheme.
 - If you hold deferred benefits under the Single Scheme from an earlier Single Scheme employment, you do not need to arrange for their “transfer” because it is the same Single Scheme in place across the Public Service.
- There is provision for immediate retirement benefits if compulsorily retired on medical grounds, and for death in service benefits (dependents pensions and death lump sum).
- Following retirement, increases to Single Scheme pension are linked to inflation.

² For further information see <https://www.gov.ie/en/service/e6f908-state-pension-contributory/#>

‘Post-April 2004’ Defence Forces pension scheme arrangements apply to military personnel recruited to the PDF on or after 1st April 2004 and before 1st January 2013. The ‘post-April 2004’ pension scheme is relevant to anyone who has worked or is working in other public service pensionable employment, and who is not a *new entrant* as defined under the Single Scheme. This will generally apply where the person was in a pensionable (non-Single Scheme) public service appointment/position in the 26 weeks immediately prior to enlistment to the PDF.

Summary of main elements of ‘post-April 2004’ Defence Forces pension scheme:

- It is a *defined benefit final salary* scheme.
- As in other pre-2013 Public Service pension schemes generally, retirement benefits are based on *total pensionable service* and *pensionable salary* at retirement date (subject to certain limits).
- A contribution of 1.5% of net pensionable remuneration is payable by ‘post-April 2004’ enlisted personnel, as well as the Additional Superannuation Contribution (ASC) – **see Notes 2 and 3**.
- Retirement benefits are payable immediately on retirement from the PDF only if you serve to the *minimum pension age* of 50, and have the *vesting period* of 2 years.
- If you finish employment with the PDF before age 50 and have the vesting period, your retirement benefits are *deferred*, and payable from age 60.
- Retirement pension (but not lump sum) is *integrated* with the Social Insurance system – see paragraph (a) below.
- Under the ‘post-April 2004’ schemes, maximum retirement benefits accrue after 30 years’ pensionable service, known as *fast accrual*.
- There is an overall *40-year limit* on the total pensionable service that can be counted towards retirement pension from a person’s aggregate service across membership of any ‘pre-2013’ Public Service Pension Scheme(s).
- Transferring retirement benefits from other pre-2013 employments: Under the Public Sector Transfer Network, reckonable service may be transferred into the PDF from elsewhere in the public sector (subject to certain conditions).³

³ For pre-2013 public service pension schemes, the Transfer Network enables the transfer of reckonable service for pension purposes between the Defence Forces and the majority of State and semi-state organisations e.g. to or from the Civil Service, Health Services, An Garda Síochána, Local Authorities, Teaching etc.

- There is provision for immediate retirement benefits if compulsorily retired on medical grounds, and for death in service benefits (dependents pensions and death lump sum).
- Following retirement, pensions from the ‘post-April 2004’ scheme are revised (indexed) in line with public service pension increase policy.

(a) Integration of retirement pension with the Social Insurance system:

New entrants to the Public Service are insurable for full PRSI. For this reason, public service retirement (or spouse's / civil partner's) pensions are subject to *integration* with the State Social Insurance system in accordance with standard Public Service arrangements. This means that a person's entitlement to the range of Social Insurance benefits (including the Contributory State Pension) is taken into account when calculating the amount of retirement pension payable. In an integrated pension scheme, the Contributory State Pension (CSP) is regarded as part of the employee's total pension package. Under standard Public Service arrangements, this integration of retirement pension with the Social Insurance system applies from the time the retirement (or spouse's / civil partner's) pension commences payment. This means the retirement pension is adjusted (reduced) from the start by a Social Insurance State Pension *offset*, regardless of whether the person has reached Contributory State Pension age. Integration applies to retirement pension and also to employee contributions, but not to retirement lump sum.

(b) Employee pension contributions:

- **Note 1** – The 7.5% Single Scheme contribution is comprised of 4.2% of *net pensionable remuneration* (which means pensionable remuneration less twice the maximum rate of State Pension Contributory payable from time to time to a person who has no adult or child dependants) plus 3.3% of pensionable remuneration.
- **Note 2** – A contribution of 1.5% of net pensionable remuneration is payable by ‘post-April 2004’ enlisted personnel.
- **Note 3** – Subject to certain exemption thresholds, all Public Servants who are in pensionable employment – including members of the PDF – are also liable to pay an *Additional Superannuation Contribution* (ASC). The ASC is separate from the standard employee pension contributions mentioned above. No additional superannuation benefits are earned as a result of the ASC. The ASC applies to pensionable earnings above certain thresholds at different bands and % rates depending on the pension scheme applicable to the member. From 1 January 2020, the ASC bands / rates are as follows:

Additional Superannuation Contribution	
All Public Servants who are members of the Single Public Service Pension Scheme	<i>Fast Accrual</i> members of pre-2013 Public Service Pension Schemes
First €34,500 of pensionable earnings – exempt	First €28,750 of pensionable earnings - exempt
Next €25,500 @ 3.33%	Next €31,250 @ 10%
Balance @ 3.5%	Balance @ 10.5%

(c) Declarations:

Under the *Public Service (Single Scheme and Other Provisions) Act 2012* (the 2012 Act), candidates are required to declare:

- any prior Public Service employment, or
- any pre-existing entitlements to a Public Service retirement benefit (whether already paid, in payment or deferred), or
- any existing remuneration from any other Public Service employment, or
- any such employment in which they received a payment-in-lieu of pension for that service.

(d) Pension abatement:

If a person was employed previously in the Public Service and is in receipt of a pension from the Public Service, the 2012 Act provides for the *abatement* (i.e. reduction / suspension) of any Public Service pension on re-employment within the Public Service, even where the new employment is in a different area of the Public Service. The outcome will depend on factors such as a person's ongoing overall earnings from the Public Service by way of salary plus pension.

(e) Further information:

Detailed information on Defence Forces pension arrangements can be found on the Department of Defence website at <https://www.gov.ie/en/collection/2a3969-pension-schemes/> See also Department of Public Expenditure and Reform website <https://singlepensionscheme.gov.ie/for-members/> which gives detailed information on the Single Scheme.

Laser Eye Surgery

Applicants, for whom any one or more of the following criteria apply, will be deemed unfit to join the Permanent Defence Force:

- (a) Applicants who have had their visual acuity corrected by non-laser surgery or laser surgery involving the raising of a corneal flap
- (b) Applicants who have had corrective laser surgery not involving the raising of a corneal flap, within 12 months of the advertised closing date for receipt of applications
- (c) Where there continues to exist, beyond one year of corrective laser surgery not involving the raising of a corneal flap, significant visual impairment or side effects related to the surgery, or both
- (d) Where, following corrective laser surgery not involving the raising of a corneal flap, the residual corneal stromal thickness is less than 300 microns.

Physical Fitness**PHYSICAL FITNESS TEST**

The physical fitness assessment is designed to test the candidate's current level of physical fitness and their capacity to undergo the rigours of military training. It is composed of two aspects:

- a. Aerobic endurance
 Local muscular endurance
- b. Components of physical fitness, consisting of body fat assessment, hand grip strength and flexibility.

FORMAT OF TEST**Aerobic endurance**

Candidates will be required to run one and a half miles within the time limit below: (This is a pass or fail test)

	Males	Females
	11 mins 40 secs.	13 mins 10 secs.

Local Muscular Endurance

This will be assessed using push-ups and sit-ups. The time allowed is 60 seconds (This is a pass or fail test).

	Males	Females
Push-ups: (Minimum requirement)	20	20 (modified)
Sit-ups: (Minimum requirement)	20	20

If a candidate fails to meet any of the above minimum requirements, they will not be permitted to proceed to the next stage of the competition.

Body Composition Assessment

This assesses the candidate's percentage of body fat. The candidate will be subjected to a body/mass index test. (This is a pass or fail test)

All tests are conducted in sports gear. Candidates are advised to bring the following should they be requested to attend: tracksuit, shorts, singlet/t-shirt, training shoes, towel, and wash gear etc.

Candidates who wish to prepare for the above tests should do so under the guidance of a qualified instructor.

Suggested 4 Week Training Programme for Applicants.

Week	Session 1	Session 2	Session 3
1	15 min Warm up. Steady Run for 20 Mins. Record your distance. 15 min Cool down. Push Ups 5 sets x 5 reps. Sit Ups 5 sets x 5 reps. Stretch.	15 min Warm up. Tempo Training. 4 x 5 min runs with 2 min recovery. Record your distance. 15min Cool down Stretch.	15 min Warm up. Steady Run for 20 Mins. Record your distance. 15 min Cool down. Push Ups 4 sets x 7 reps. Sit Ups 4 sets x 7 reps. Stretch.
2	15 min Warm up. Tempo Training. 3 x 6 min runs with 2 min recovery. Record your distance. 15min Cool down. Push Ups 4 sets x 7 reps. Sit Ups 4 sets x 7 reps. Stretch.	15 mins Warm up. Steady Run for 25 Mins. Record your distance. 15 min Cool down. Push Ups 4 sets x 7 reps. Sit Ups 4 sets x 7 reps. Stretch.	15mins warm up Tempo Training. 2 x 10 Min runs with 2 min recovery. 15mins Cool down. Push Ups 3 sets x 10 reps. Sit Ups 3 sets x 10 reps. Stretch.
3	15 mins Warm up. Steady Run for 30 Mins. Record your distance. 15 min Cool down. Push Ups 3 sets x 12 reps. Sit Ups 3 sets x 12 reps. Stretch.	15mins warm up Tempo Training. 2 x 1 mile/1600 m runs with 2 min recovery. Record your time. 15mins Cool down. Push Ups 3 sets x 15 reps. Sit Ups 3 sets x 15 reps. Stretch.	15 mins Warm up. Steady Run for 2 Miles. Record your time. 15 min Cool down. Push Ups 2 sets x 17 reps. Sit Ups 2 sets x 17 reps. Stretch.
4	15mins warm up Tempo Training. 2 x 1 mile/1600 m runs with 2 min recovery. Record your time. 15mins Cool down. Push Ups 2 sets x 20 reps. Sit Ups 2 sets x 20 reps. Stretch.	Pre-Test Rehearsal. Push Ups-20 Repetitions/1 Min. Sit Ups-20 Repetitions/1 Min. 1.5 mile run-Timed. Males-11 min 40 sec. Females-13 min 10 sec.	Recovery session. Allow sufficient recovery time between this session and your test date.
5.	20 push-ups (1 Min) 20 sit-ups (1 Min) 1.5mile run (Males - 11 min 40 sec, Females - 13 min 10 sec)		

Points to Note

This Programme is a suggested training programme. You are under no obligation to undertake it. You do so at your own risk.

If you are in any doubt about your fitness levels to undertake this programme, see your Doctor first.

- a. This programme presupposes a certain level of fitness.
- b. **Step 1**-Invest in proper training equipment particularly a good pair of runners.
- c. **Step 2**-Talk to a Defence Forces PTI (Physical Training Instructor) or a fitness expert. Get them to help you to tailor this generic programme to suit your ability/lifestyle. Get them to help you with your technique with Push ups and Sit Ups. Videos of correct push ups and sit up technique are available online at www.military.ie
- d. **Step 3**-Mark out a safe route of 1.5 miles/2.4km.
- e. **Step 4**-Get a stopwatch to time your runs.
- f. **Step 5**-Set your goals.
 - o **Run**-11 min 40 sec Males/13 min 10 sec Females.
 - o **Push Ups**-20 Repetitions in One Minute.
 - o **Sit Ups**-20 Repetitions in One Minute.
- g. **Warm Up**
 - o Warm up properly before every session.
 - o Exercises: Jogging, fast feet, high heels, high knees and high knee skip.
 - o Try to keep warm up specific to the activity you are doing.
- h. **Heart Rate Intensity**: To achieve the required intensity of exercise use the simple formula.
 - o Example.
 - $220 - \text{your age} = 220 - 20 = 200$.
 - $75\% \text{ of } 200 = 150$ Beats per minute.
 - This is your target Heart Rate to improve your Cardio-Vascular Endurance)*(Required Intensity).
 - Check your HR pre and post exercise.
- i. **Cool Down**:
 - o Just a general reduction in pace to decrease blood flow to the activated muscles.
- j. **Stretching**:
 - o Stretching is very important pre and post exercise.
 - o Stretch all major muscle groups and show particular attention to the muscles that are involved in the activity.
- k. **On the Day**:
 - o Arrive on time at the test centre.
 - o Eat 2/3 Hours prior to the Test.
 - o Bring a snack to the Test Centre to stay refuelled.
 - o **STAY HYDRATED**. Sip water all day.